

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH SANILAC COUNTY

Position: Court Administrator/Judicial Assistant
Department: Circuit Court/District Court/Probate Court
Classification Salary: \$51,000 to \$59,000
Date Posted: April 10, 2013

SANILAC COUNTY

The County of Sanilac is located in Michigan's Thumb area in the lower peninsula.

24th JUDICIAL CIRCUIT COURT

Sanilac County's 24th Judicial Circuit Court is a state trial court. It hears felony cases, civil cases with a value in excess of \$25,000.00, divorce and family related matters (Friend of the Court), neglect/abuse and delinquency cases and appeals from Probate and District Courts and administrative agencies.

73A DISTRICT COURT

Sanilac County's 73A District Court is a court of limited jurisdiction pursuant to statute and hears criminal cases which are misdemeanors and civil cases in which the amount in controversy is \$25,000.00 or less, as well as small claims court. The Sanilac County District Court has one judge who is also the Sanilac County Probate Judge.

SANILAC COUNTY PROBATE COURT

Sanilac County Probate Court is a court limited to the jurisdiction of probating wills and administering estates, as well as guardianships, conservatorships, and mental illness proceedings.

GENERAL STATEMENT OF DUTIES

Manages administrative functions of the Circuit Court, District Court, and Probate Court. Directs staff, responsible for case processing, fiscal control, security, court reporting, and other non-judicial functions. Exercises general supervision of all departments of the various Courts as directed by the Chief Judge. Responsible for caseload management, fiscal management, personnel management, jury utilization, and other administrative functions. Serves as liaison with bar; state and local agencies; and the public and media when directed by the Chief Judge.

QUALIFICATIONS

Four year degree in the area of business, finance, economics or similar, preferred but not required. Previous work experience in Court or related exposure to the legal system is extremely important. Knowledge of caseload management, information technology, human resource management, resources, budgeting, financing. Knowledge of public information and media relations. Techniques for developing goals and objectives.

APPLICATION PROCEDURE

Applications will be accepted by the Donald A. Teeple, Chief Circuit Judge, 60 West Sanilac Avenue, Sandusky, Michigan 48471, indicating on its face the position being applied for. For inquiries, contact the Circuit Court office at jteeple@sanilaccount.net or (810) 648-2120.

ctadministrator